

FOR OFFICIAL USE ONLY		
Application Accepted	Dept.	Clock No.
Application Filed	Occupation	Rate

# EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

Last Name		First	Middle	Date
Street Address				Social Security No.
City				Home Phone ( )
State				How Long at Present Address?
Zip				Wages Expected
Position Applying For				Department
Were you previously employed by this organization?				
<input type="checkbox"/> Yes, Date (s) <input type="checkbox"/> No				
List any relatives or friends working for this organization				Name                      Relationship
In case of accident notify				Phone ( )

EDUCATION	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate	Diploma or Degree
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
TRADE OR BUSINESS SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE OR UNIVERSITY				<input type="checkbox"/> Yes <input type="checkbox"/> No	
GRADUATE SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you served an apprenticeship?	Type or Trade	How Long?
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Where did you serve?	When did you serve?	

Mechanical and/or Technical Experience (Describe any and all qualifications):

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Have you been convicted of a crime in the past 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.)

☐ Yes    ☐ No

If "yes," please describe in full detail:

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Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means?

☐ Yes    ☐ No

Are you able to perform the job(s) for which you are applying? ☐ Yes ☐ No

**EXPERIENCE — List Present and Former Employers for last 10 years beginning with most recent.**

NAME AND ADDRESS OF COMPANY	SUPERVISOR	DESCRIBE YOUR WORK	LAST WAGES	DATE		REASON FOR LEAVING
				STARTED	LEFT	

May we contact the above employers? ☐ Yes ☐ No If "No," indicate which one(s) you do not wish us to contact.

Additional Remarks: \_\_\_\_\_

**APPLICANT'S CERTIFICATION — Please read carefully before signing.**

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may result in my discharge.

If employed, I understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract but is at-will.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE BELOW — FOR COMPANY USE ONLY**

Interview? ☐ Yes ☐ No

Date \_\_\_\_\_

Hour \_\_\_\_\_

Results of Interview: \_\_\_\_\_

Acceptable for Employment? ☐ Yes ☐ No Starting Rate \_\_\_\_\_ Starting Date \_\_\_\_\_ Shift \_\_\_\_\_

Interviewed By \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_